

## Department of Consumer Affairs

### Position Duty Statement

HR-041 (New 12/18)

<b>Classification Title</b>	<b>Board/Bureau/Division</b>
Associate Governmental Program Analyst	Board of Psychology
<b>Working Title</b>	<b>Office/Unit /Section/ Geographic Location</b>
Probation Monitor	Enforcement Unit/Sacramento
<b>Position Number</b>	<b>Name/Effective Date</b>
601-110-5393-007	

Under the direction of the Enforcement Program Manager (SSM I) the Probation Monitor independently oversees the Probation Program and monitors probationers. Incumbents may work independently or with investigators (sworn), in conducting investigations of alleged violations of probation and pursue cases for prosecution or hearing where applicable. Specific duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) and Marginal (M) Functions]

**90% (E) Monitor Probationers**

**Probation Compliance Monitoring**

- Effectively directs all aspects of probation monitoring, including conducting probation intake meeting, scheduling and traveling throughout California to meet with and interview each individual probationer and conducting probation interviews thereafter. Maintain probation records to ensure records are maintained as required under law for evidence in administrative actions and hearings. (20%)
- Coordinates Board ordered psychological evaluations, clinical diagnostic evaluations, education reviews, fluid testing, expert consultations, and approve practice monitors and therapists who meet the Board's criteria. Reviews psychological and clinical diagnostic evaluations, and makes recommendation for case disposition. (10%)
- Reviews all probation reports and documents submitted by probationer, practice monitor, or therapist to ensure the appropriate level of monitoring is imposed and that all terms and conditions of the probationary order are met. (10%)
- Monitors payment of cost recovery and probation monitoring costs. Prepares annual billing for probation monitoring costs, reviews and approves payment plans and reconciles annual costs report. (5%)
- Ensures compliance with the Uniform Standards Regarding Substance Abusing Licensees. Review qualifications for clinical diagnostic evaluators and maintain list of Board approved evaluators. Reviews, analyzes, and responds to requests for reduction of fluid testing schedule. Reviews and analyzes fluid tests results, requests further testing of questionable or positive test results and communicates with medical experts regarding results. (5%)
- Reviews, analyzes, and responds to all communications from probationers, practice/billing monitors, employers, and worksite monitors regarding their probation. (5%)
- Prepares concise, detailed letters of non-compliance to notify probationers of violations. Review and evaluate responses and compliance documentation. Determines merit for cases requiring formal field investigation or referral to the Office of the Attorney General for further disciplinary action. Prepare for, travel to, and represent the Board at statewide Administrative Hearings. Testify at hearings as necessary. (10%)
- Prepares concise, detailed probation reports, which include documented evidence of compliance or non-compliance to ensure the findings are fully supported by the facts and other evidence. Presents facts and evidence to support the filing of a Petition to Revoke Probation. (10%)
- Reviews and coordinates all petitions for reduction or termination of probation, prepare transmittal for investigation and referral to the Office of the Attorney General, prepares request for Administrative Law

Judge and court reporter, schedule hearing, prepare documents for distribution to the Board and prepare notice of hearing. (10%)

- Maintains the Probation Program's biological fluid testing contract and acts as liaison with the contractually designated toxicologist/laboratory. (5%)

**10% (E) Research and Reports**

- Maintains an effective tracking system of all probationers and ensures the online case tracking and licensing screens are promptly and consistently updated to reflect current status.(5%)
- Creates and maintains the policy and procedure desk manual for the Probation Monitoring desk and compiles and analyzes complex statistical data for preparation of specialize reports required by the department or board. (5%)

**B. Supervision Received**

The AGPA reports directly to and receives assignments from the Enforcement Program Manager; however, direction and assignments may also come from the Executive Officer.

**C. Supervision Exercised**

None.

**D. Administrative Responsibility**

Prepares internal reports and correspondence.

**E. Personal Contacts**

The AGPA will have regular direct contact with licensees, psychologists, members of the Board of Psychology, and various DCA employees and other agencies. Additionally, the AGPA will have regular written and oral communications with Investigators from the Medical Board of California and other investigative agencies, Deputy Attorney's General, and consumers. The information exchanged will include sensitive/confidential information as well as information available through the Freedom of Information Act. On a daily basis, the AGPA will respond to inquiries from the general public by telephone, e-mail or in writing. Works directly with the Board's executive and enforcement staff, DCA Legal Staff and other state and law enforcement agencies including the Attorney General's office. The AGPA is required to maintain a positive, professional working relationship with members of the industry, other state and federal agencies, persons and entities regulated by the Board, and staff from the Board and the Department of Consumer Affairs.

**F. Actions and Consequences**

If the duties of the AGPA are performed inadequately, consumers of psychological services would be left unprotected and the Board would fail to comply with its mandate to protect consumers of psychological services. Inadequate monitoring may result in allowing a violation of probation and/or the law (administrative) to go undetected or unpunished. All of the cases affect the health and safety of consumers. Failing to properly monitor probationers would mean that consumers would have no recourse regarding negligent and harmful psychological treatment. Failure to properly ensure completion of Board responsibilities could result in the Board's inability to fulfill its mission-critical activities related to the regulation of this profession for the protection of the consumer public.

**G. Functional Requirements**

The incumbent works in an office setting, with artificial light and temperature control. The incumbent may spend 75%-85% of the working day using a personal computer. The position requires the ability to occasionally lift and move files up to 20-25 pounds. The ability to use a personal computer and telephone is essential. The incumbent must possess good writing and communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, work cooperatively with others as a member of a team, and be responsive to management needs, and represent the Board in a professional manner. Regular attendance and punctuality are an essential part of this job. The ability to professionally, tactfully and use good judgment when corresponding with the public and licensees is essential.

H. Other Information:

The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week each year and may be required to work specific hours based on the business needs of the office. The incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to Board management needs. The incumbent must also use strong interpersonal skills to support the achievement of the goals and objectives of the Executive Officer and the Board and maintain good working relationships with staff and management. This position has access to confidential or sensitive information related to consumers of Board services and/or employees of the Board. The individual occupying this position is expected to maintain the privacy and confidentiality of such information at all times. Travel may be required. If travel is required, it will be by commercial carrier or automobile whichever method is in the best interest of the State. Travel may be for one or several consecutive days.

*Fingerprinting*

*This position has access to Criminal Offender Record Information (CORI). Title 11, Section 703(d) of the California Code of Regulations requires criminal record checks of all personnel who have access to CORI. Pursuant to this requirement, incumbents in this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.*

*Conflict of Interest*

*This position is subject to Title 16, section 3830, of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1<sup>st</sup>, and within 30 days of leaving of office.*

***I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.*** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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Printed Name

**Revised: 12/2018**